



## Decision Memo

### Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Apr 27, 2023

MinuteTraq (IQM2) ID #:

Department Requisition #:

Requesting Department: Division of Transportation	Department Contact: Christopher C. Snyder
Contact Email: christopher.snyder@dupageco.org	Contact Phone: 6900
Vendor Name: FGM Architects, Inc.	Vendor #: 37745

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

The Professional Architectural and Engineering (A/E) Services for improvements to DOT Maintenance building located at 140 N. County Farm Road, Wheaton (140 Building) and 1900 W. Arthur Drive, West Chicago (Yellow Freight Building), contract 5300-1-SERV issued to FGM Architects, Inc., Section #19-00179-32-MG, expires on June 30, 2023. An extension of time until November 30, 2024 is recommended.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

As part of FGM Architects, Inc. contract with the Division of Transportation, they are to be available during the construction phase of Yellow Freight to review and approve change orders, pay estimates and respond to questions. Replacement of the Yellow Freight building is not expected to be completed until 2024. Therefore an extension of time is the recommended course of action.

#### Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

In order to continue to provide construction support services for Yellow Freight, it will be most cost effective to continue to utilize FGM Architects, Inc. They are in the best position to complete the outstanding work orders at the lowest cost to the County.

**Source Selection/Vetting Information** - Describe method used to select source.

Requests for proposals was posted on the DuPage County QBS website. Proposals were received from 10 firms. The DOT and Facilities Management staff reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, experience of key personnel and DBE/WBE participation. Based on the review of the proposals, 3 firms were shortlisted and interviewed. Based on a comprehensive review of the submittals and interviews, the DOT and Facilities Management staff determined that the project team assembled by FGM Architects, Inc. was most qualified and had the staff available to perform the work on behalf of the County.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

An extension of time to November 30, 2024 with no change in the contract amount is the recommended course of action since FGM Architects, Inc. has completed the work to date in a satisfactory and timely manner. DOT does not have the staff resources in order to complete design engineering and permitting on assigned projects and manage other projects as well. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher costs.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

No change in contract total amount.